

Board Meeting Minutes – March 11, 2016

Port Townsend, WA

Attendance:

Board Members:

Kathleen Eaton (Snohomish), Int. Pres.	Margaret Morris (Yakima), Treasurer
John Strong (Yakima), Secretary	Carolyn (Dode) Carlson (Snohomish)
Sandy Atkinson (Thurston)	Lorraine Fritsch (Klickitat)
Linda Williams (Klickitat)	Judy Callahan (Skagit)
Karen Russo (Grays Harbor-Pacific)	Laura Stanley (Kittitas)
Jack Smith (Mason)	Candice Gohn (Jefferson), VP Peninsula
Mary Jo Christensen (Lewis), VP Southwest	Bob Taylor (Lewis)
Linda Bergquist (Whatcom), VP Northwest	Chris Allen (Island)
Patricia Bosh (Cowlitz)	Paul Gardiner (King)
Sherry Kanode (Kitsap)	Meralee Nash (Pierce)
Nicole Martini (WSU MG Program Leader & Ex-Officio member)	

Guests:

Linda Bailey (WSU Development Office)	
Kathi Boyker (Jefferson)	Linda Sullivan (Jefferson)

- 1) President Kathleen called the meeting to order at 10:00 am.
- 2) Laura Lewis (Jefferson County Extension Director) welcomed the Board to Pr. Townsend.
- 3) Introductions were made.
- 4) Kathleen reviewed the agenda. Patricia Bosh moved and Karen Russo seconded approval of the agenda. Passed.
- 5) Candice moved and Lorraine seconded to approve the Consent Calendar, with a correction to the date on the agenda for last meeting's minutes. Passed. Included in the Consent Calendar are:
 - a) Approve Advanced Education Conference MOU for 2017 – Yakima County
 - b) Approve Electronic Vote electing Kathleen Eaton as Interim President
 - c) Approve Meeting Minutes – October 5, 2015 meeting
- 6) Kathleen: Welcome and Update...
 - a) There are vacancies among committee heads. We need leaders for Awards, Nominating and Scholarship committees
 - b) There will be a special meeting April 1, 2016 in the Snohomish County Extension Office to develop the Strategic Plan. Bruce Lachney of 501 Commons has agreed to facilitate this meeting. A Board member or an involved representative from each county is urged to attend.
- 7) Committee Reports:
 - a) Audit: Mary Jo reported that she and treasurer Margaret reviewed the financial report from the 2015 Advanced Education Conference. They found inadequate records and documentation to be able to complete the audit.
 - b) Treasurer: Margaret distributed several copies of the financial statements, and explained that, on advice from her and agreement by Kathleen, the \$90 state license allowing us to accept donations was purchased, even though we decided previously not to do so. This decision was made because donations in excess of \$90 are expected, and indeed one donation above \$90 has already been received. Copies of the financial statements accompany these minutes.

- The paperwork for changing our fiscal year to the same as the calendar year has been completed, including the IRS Form 990EZs for previous fiscal year, and for the months of November and December of 2015.
- c) Advanced Education Conference Proposal: Kathleen reported that the workgroup met over the holidays to review and approve the Proposal from Yakima County to host the 2017 Conference. Urgency was the name of the game, so that the planning could get underway, since we are already several months behind schedule.
 - d) John Strong reported on the preliminary plans for the Yakima conference. Facilities have been reserved, and an excited group of Yakima MGs are putting together plans for great education and frivolity in September, 2017. The theme will be: "Can You Dig It!" from the popular song, 'Grazing in the Grass'. The festivities will benefit from great hippie era - 1960's nostalgia.
 - e) Paul described his efforts to bring the 2018 conference to King County. His foundation board has authorized him to research the possibility. He pointed out that hotel costs are the biggest hurdle. However, it may be possible to hold the gathering in Lynnwood. More to come,
- 8) After a ten minute break, Nicole began her report.
- a) Several new hires at the University will benefit the Master Gardener program:
 - i) Ani Jakaran, Low Impact Development specialist, wants to develop training for MGs on this topic. The WSU Water Quality Team (of which Nicole is a member) will contribute to this effort.
 - ii) Eric Larson, Volunteer Development Specialist, working from Spokane, will work with and train county coordinators to help improve recruitment and retention of volunteers.
 - iii) Pat Boyes, long-time state 4-H coordinator, has retired.
 - iv) Todd Murray is the new Agriculture and Natural Resources Unit Director.
 - b) The Tree Stewards Training is nearly complete. It is hoped that it will be online by July 1, which would be six months ahead of schedule.
 - c) Revisions to the Master Gardener Training Manual are going through the peer review process. This is pushing completion out to at least year-end.
 - d) Nicole is working with the WSU Extension State Evaluation Specialist and program coordinators to develop a comprehensive evaluation plan that clearly establishes the Master Gardener Program as a critical program within WSU Extension. To do this, it's critical the Master Gardener Program report to WSU Extension using the same terminology other natural resource programs use when reporting to administration and the federal government. The first step in developing an evaluation plan was to collect all marketing materials and curriculum from program coordinators. This material is being coded to determine which topics are most often taught by MGs to the public, if there are gaps in the information that should be taught and what behaviors and impact can be measured through the knowledge being transferred. This information will help us determine where to start with developing evaluation tools.
- 9) Linda Bailey presented information about the WSU Endowment Program. This may be an opportunity for us to create an endowment to support future Advanced Education Conferences. Interestingly, she reported that most support for endowments comes from individuals, not corporations or foundations. This program guarantees a 4% return annual, with any excess earnings being applied to the principal of the endowment. A minimum of \$25,000 is required to open an endowment account. That amount can, however, be obtained with annual installments over five year.
- 10) County Sharing included reports from Skagit, Pacific-Grays Harbor, Cowlitz, Kittitas, Mason, Jefferson, Kitsap, and Lewis Counties. (Summaries of county reports will be included in the minutes if and when submitted to the secretary.)

- a) Skagit County Sharing report: New SCMGF Board Notebook, Plant Fair announcement, Discovery Garden 20th Anniversary Celebration (Skagit County MG Demonstration Garden) and our October Workshop. Handouts included: copy of cover of Foundation notebook with index, index of training notebook, Plant Fair flyer and bookmark plus the bookmark 'Be A Master Gardener!'
- 11) The meeting was recessed for committee meetings. Following that, each break-out group reported back to the Board.
- a) Strategic Plan: include vision and mission statements; specify value to local boards; discuss fund raising and endowment; recommend more active support for the Advanced Education Conferences.
 - b) Communication: Share best practices; become a conduit between counties; foster more sharing, including online document sharing; support networking.
 - c) Master Gardener Week: Third week in May; Governor's Proclamation (along with local County Administrator proclamations; news releases – local and statewide.
 - d) Awards: Ensure the awards committee is comprised of representatives from counties without a nominee for the award(s).
 - e) Conference MOA: Include specific amount of "seed" money, now called a "loan" in the MOA
In response to this report, it was moved by Karen and seconded by Bob to establish the beginning of an endowment fund with \$5,000 from our current treasury, "to be used for advance education." The motion passed unanimously.
- 12) Meeting was adjourned at 2:10pm.

Respectfully submitted by

John Strong, Secretary

Kathleen Eaton, Interim President